

**WOODINVILLE HIGH SCHOOL
REQUEST FOR NON-FUNDRAISING ACTIVITY/EVENT**

(Ex: Women of Influence, Smashgiving, Cultural Events, etc.)



Club Name: _____ Title of Activity/Event: _____

Club Representative's Name/Email: _____

Beginning date: _____ Ending date: _____

On-or Off-Campus (List all locations)*: _____

****A WHS Room Request Form must be submitted to the Main Office to determine availability for any activities/events that will take place on the WHS campus.***

Was WHS Room Request Form submitted and approved? Yes () No ()

Time of Activity/Event: _____

Provide a description of your plan/other details (continue on back, if necessary): _____

Funding Source (what items need to be purchased and what budgets will cover expenses and/or who will provide donations to cover expenses): _____

If items are brought to the building to support the event, where should the individual take the items? _____

By signing below, club advisor and student representative(s) understand:

1) Advertising the Activity/Event (flyers, social media, etc.) must NOT take place until the Activity/Event has been approved.

2) Once approved, flyers are submitted to and stamped by Activities Director Kurt Melton prior to them being posted in the building or on social media.

3) Once the activity is approved and the flyer has been approved, advertise on the TV Screens, in the Daily Bulletin, and/or E-News from the Principal by sending the information by email to whsoffice@nsd.org (club advisor must be cc'd in the email).

4) Advisor must request/order tables and/or chairs for the activity/event from the Support Services Warehouse and/or contact Custodian Rod Miller in person or by email at rmiller@nsd.org, if needed (tables and chairs are not to be removed from ASB Room 101 or the College & Career Center).

PRIME ADVISOR (MR. MELTON) or PRINCIPAL/PRINCIPAL DESIGNEE SIGNATURE:

_____ Date _____ Approved () Disapproved ()

CLUB ADVISOR SIGNATURE:

_____ Date _____ Approved () Disapproved ()

STUDENT CLUB REPRESENTATIVE SIGNATURE:

_____ Date _____ Approved () Disapproved ()